Project Progress Report

Project Name:	The Allotment System

Reporting Period:	From: 6/1/2006	To: 6/30/2006

Audience:

Schedule Status: **[] GREEN**   **[X] YELLOW**   **[] RED**
(Green = project is on-time; Yellow = project is 10% behind schedule; Red = project is more than 10% behind schedule or a significant risk has arisen that could cause failure of the project)

Budget Status: **[X] GREEN**   **[] YELLOW**   **[] RED**
(Green = project is on-budget; Yellow = project is 10% over budget; Red = project is more than 10% over budget or a significant risk has arisen that could cause failure of the project)

Risk Status: **[] GREEN**   **[X] YELLOW**   **[] RED**
(Green = no new risks; Yellow = new risks are level 6 or less; Red = new risks are level 9)

Achievements

Allotment Management and Review

Planning:

- As indicated in the May status report, the TALS AMR schedule has raised concerns about not being able to meet all the desired functionality by April 2007. In June the team began working on strategies for determining what functionality can be delivered by April 2007 and what functionality could wait until a future release. The current plan is to work through more detailed requirements on the functionality that has not yet been developed and prioritize that functionality. The team will then provide new estimates and an updated schedule. Depending on the results of the schedule, the team will then determine what functionality will need to be provided in a later release.

- Split the project team into two teams. One team will be working on Allotment Reports and the other team will be working on the application.

- Created a draft project plan for allotment reports.

- Introduced the business analyst from Sierra Systems, Carol Baque, to the TALS reporting team.

Requirements:

- Finalized parameter page report requirements.

- Distributed 3 report mock-ups to agency customers for their review. Received feedback from 4 agencies. The upcoming customer meeting will also provide agencies an opportunity for feedback.

- Created second draft of the pre-release TALS edit checks requirements. There are still some major decisions that need to be made in regards to submitting multiple packets and comparing those packets to the EA schedule.

Design/Development:

- Completed construction of the Allotment Coding Structure

- Completed development of functionality needed for the supporting the reporting parameter page (called Query Builder).

Testing

- Completed test case development and testing of Allotment Coding Structure.

- Continued to refine process for creating/maintaining a baseline database to be used to automatically get test data

Objectives for the next reporting period

Allotment Management and Review:

Planning:

- Get approval from Project Sponsor to slow up development of the application to have developers and product managers/business owners work with together to develop detailed functional requirements for the remaining portions of the system to achieve the following objectives:

- o Create a more accurate project schedule

- o Prioritize the requirements based on a penalty/benefit and cost

- o Make better decisions based on more fully defined requirements and schedule

- o A "can we make it by April 2007" decision by August 31, 2006

- Finalized Project Plan for Reports

Requirements:

- Finalize functional requirements for Pre-Release (TALS Edits) functionality

- Begin working through the rest of the requirements for the system:

  - o Submit to OFM/AFRS

  - o OFM Review

  - o OFM Approval

  - o Copy

  - o Filter

  - o Find

  - o Import Preformatted Text File

  - o Import from SPS

  - o Historical Patterning of data

- Finalize and prioritize required reports (upcoming customer group meeting will focus primarily on reports)

- Begin drafting report specifications (and report standards) for the following reports:

  - o Revenue Detail

  - o Cash Disbursements

  - o Cash Receipts

Design/Development:

- Complete Allotment Detail construction

- Complete construction of reporting parameters page

Testing

- Complete Allotment Detail test plans

- Complete development of test cases for Allotment detail

- Create test plan for testing report parameter page

- Develop test cases for report parameter page

Schedule

Allotment Management:

In May a draft schedule of the entire TALS AMR project was created. A refinement of that schedule now has the core functionality being complete in February 2007. The first release is due by April 2007. This month the TALS team began looking at ways to firm up estimates and decide if there is anything that can be shifted around to still meet the April 2007 due date. See high-level draft schedule below: The team will spend a majority of July and August working on more detailed requirements and estimates to help make decision on how to shift things in the plan.

TALS AMR RELEASE 1 Plan:	**Target completion date**
Phase 1: Packet Management	*4/30/2006 (Completed)*
Phase 2: Allotment Detail	
Iteration1: Coding Structure	*7/19/2006 (Completed)*
Iteration 2: Allotment Details	8/31/2006
Phase 3: Pre-release edits and submittal	
Iteration 1: TALS Pre-release edits	8/21/2006
Iteration 2: Submit (OFM/AFRS)	9/6/2006
Phase 4: Allotment Review and Approval	
Iteration 1: OFM Review	10/17/2006
Iteration 2: OFM Approval	11/2/2006
Phase 5: Copy/Filter/Find	
Iteration 1: Copy	11/29/2006
Iteration 2: Filter	12/13/2006
Iteration 3: Find	12/27/2006
Phase 6: Import	
Iteration 1: Import preformatted text file (*plan to adjust schedule to have this follow completion of Phase 3)*	2/12/2007 (**Needed to be complete by April 2007)
Iteration 2: Import from SPS	2/28/2007
Iteration 3: Import from actuals	4/19/2007
THE REST (RELEASE 2)	*TBD*

Budget

Risks

Newly discovered or re-arisen, including Risk Severity Indicator
- Draft schedule indicates delivery of core functionality in February 2007. This leaves no room for slippage.   - Mitigation 1: Try to complete functional requirements for the rest of the system and have team members review their estimates.   - Mitigation 2: Review the iteration plan and see if it would make sense to shift the iterations around (move things that need to be delivered by April 2007 before things that *could* come during the summer of 2007)   - Mitigation 3: Reduce scope where it would actually impact the schedule.   - A vacancy in a product manager position in BASS will impact TALS product manager time. (This has moved from being a risk to becoming an issue).   - Mitigation 1: Fill the position as quickly as possible   - Mitigation 2: Use other BASS resources outside of their normal roles and responsibilities.   - A vacancy in another BASS developer position may impact TALS schedule as new lead developer recruits for her replacement, while still handling her previous duties.   - Mitigation 1: Recruit and fill the position as quickly as possible.   - Mitigation 2: Have other developers assist where they can.